

# **Operations Transportation Equipment Fund (OTEF)**

## **Operating Rules**

M 3015  
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**Washington State  
Department of Transportation**



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## **A. Purpose**

This manual provides uniform rules on accomplishing the business processes of the Operation Transportation Equipment Fund. It has been developed to manage the program in a cost effective, efficient manner — so that quality services are provided to the department at the lowest possible cost.

The manual is also designed to aid in training new employees.

Changes will not be made to this document or its directives without the consent of the Headquarters OTEF Program Management, approved by the OTEF Board.

## **B. Background**

In 1935, the Revised Code of Washington (RCW) 47.08.120 established the Transportation Equipment Fund (OTEF) as a revolving, appropriated fund. Simply stated, the legislature provided the fund an initial sum of \$250,000, and mandated that OTEF recover its expenses by charging users reasonable rates for the assignment and use of the department's equipment. The department, however, was required to seek legislative approval each biennium to expend funds from the OTEF account.

In 1974, a revision of the RCW redefined OTEF as a non-appropriated revolving fund of proprietary nature; which allowed the Secretary of Transportation to approve all fund 410 expenditures. Consequently, because of its nature, OTEF operates under a Business Plan concept, rather than an appropriated budget process.

OTEF was originally established to buy, replace, maintain, fuel and dispose of the department's vehicles and highway maintenance and construction equipment. However, in 1977 and 1979, RCW changes expanded OTEF to include equipment related to Reproduction Services, Geographic Services, Field Engineering, and Materials Lab.

In 1991, the radio communications system, equipment, and associated personnel, were incorporated into the OTEF program.

**C. OTEF Mission Statement:**

“To provide OTEF customers with reliable, well maintained vehicles, equipment, and radio communications that meets the needs of the users so that they may accomplish their services to the public in a safe, efficient, timely and cost effective manner”.

**D. Customer Focus**

1. The Operations Transportation Equipment Fund serves many different customers including WSDOT employees that use the equipment, that have a wide variety of interests, concerns, opinions, and needs.
2. Available Customer Reports:

The department’s Fleet & Equipment Management System (FEMS) provides a wide range of inventory, cost distribution, assignment, and utilization reports for vehicles and equipment in the OTEF inventory, which may be obtained by:

  - a. Departmental employees should contact your local Equipment Superintendent.
  - b. Other governmental agencies, contact the Equipment Administration Office in Olympia
  - c. Non-governmental individuals or organizations, contact the Public Affairs Office, WSDOT in Olympia
3. See the Rental Rate schedule on the OTEF Web Page for the types of vehicles and equipment provided in inventory  
**<http://www.wsdot.wa.gov/biz/equipment>**
4. To provide feedback to OTEF, or obtain answers to questions or concerns contact the following:
  - a. Regional Equipment Superintendent
  - b. Your local OTEF Advisory Board Member
  - c. Equipment Administration Office in Olympia

**E. Roles of Key Players**

1. **Director, WSDOT Maintenance & Operations Programs:**
  - a. Exercises Executive responsibility for the Operations Transportation Equipment Fund
  - b. Chair of OTEF Board. (See Chapter 5)
  - c. Obtains the Secretary’s approval of applicable revenue and expenditure plans and all revisions.

- d. Reviews any rental rate increases that are 10% above the published OFM inflation index.
- e. During emergency situations is the deciding authority for external fuel and repair support.

**2. Assistant Secretary for Administration and Support:**

- a. Provides accounting and financial support
- b. Furnishes monthly financial reports to OTEF managers

**3. OTEF Advisory Board & Radio Task Force:**

See the board charters in chapter 4.

**4. Equipment and Facilities Administrator and OTEF Equipment Manager are responsible for:**

- a. Developing, and implementing program Policies and Procedures; and financial and operational Business Plans.
- b. Developing and implementing reasonable equipment rental rates sufficient only to fund the approved financial plan.
- c. Developing and distributing program allocations within approved financial plans.
- d. Through Equipment Superintendents, managing the technical aspects of the statewide OTEF program; within the guidelines of approved Business Plans
- e. Direction or guidance from HQ OTEF to the regions will go to the Equipment Superintendents.
- f. Ensuring that OTEF business operations, asset management and fund accountability are conducted within federal, state and departmental regulations and rules, and the policy and procedures in this manual.
- g. The Equipment Manager shall be the Agency Inventory Officer for OTEF.
- h. Monitor and initiate appropriate actions on program resource expenditures
- i. Establish and maintain a departmental computerized fleet and equipment information management system(s), and associated security processes.

**5. Equipment Superintendents:** are responsible for managing OTEF business operations within their region; ensuring that business operations are conducted within established federal, state, and departmental regulations policies and procedures; to include:

- a. The cost effective and prudent use of allocated or authorized OTEF resources.
- b. Determining work schedules, staffing and priorities to accomplish program services and repairs in a manner that maximizes equipment availability to using organizations.

- c. Accounting for assigned program assets and the completion of physical inventory counts in accordance with instructions issued by the Equipment Manager.
  - d. Timely and cost efficient in and out processing of vehicles and equipment.
  - e. Timely and accurate input and upkeep of systems information.
  - f. Soliciting user input and makes recommendations for equipment specifications.
  - g. Managing regional and area shop operations, to include parts and supplies.
  - h. Coordinating equipment needs with regional using organizations.
  - i. Compiling regional equipment purchasing documents.
  - j. Authorizing and signing regional OTEF purchase payments.
  - k. Ensuring the customer receives the equipment ordered.
- 6. OTEF Customers (Program Managers and Employees):** are required to adhere to the procedures outlined in this manual; and are responsible for the care of units assigned to their organization, to include the following:
- a. ensuring that operators are adequately trained, and qualified to use equipment
  - b. properly securing vehicles and equipment when not in use, or left unattended for any period of time.
  - c. maintaining the interior and exterior of vehicles and equipment assigned to their organization in a reasonably clean condition. Vehicles that are used to haul or spray corrosive chemicals shall be thoroughly washed frequently.
  - d. the proper use and security of fuel cards for the assigned vehicles and equipment.
  - e. supporting the department's preventative maintenance (PM) program, to enhance the reliability and availability of equipment.
  - f. performing before operations inspections of vehicles or equipment, and report noted faults through appropriate channels to the Equipment staff.



### **A. Purpose:**

This chapter provides emphasis to the Washington State Department of Transportation's Safety Program and its support by the Operations Transportation Equipment Fund for Safety in the Workplace.

The purpose of the Safety portion of this manual is to reinforce the department's policies and concerns for employee and public safety. These policies do not supersede or replace existing State and Federal Regulations or Department Directives, but rather complement them. If any conflict of information arises, those rules and regulations shall take precedence over this portion of the manual.

"Each employee of WSDOT is responsible to plan and carry out job assignments in a safe manner, and use every reasonable precaution to ensure his/her personal safety and that of coworkers"

### **B. Responsibilities**

**Employees**—are responsible to:

1. Follow established work rules and procedures
2. Must ensure that vehicles and equipment are operated within the weight limits defined in the State and Departmental regulations and rules.
3. Use appropriate protective equipment when necessary
4. Report to supervisor known hazards in the workplace and any unsafe operational processes.
5. Exercise good judgment and a positive safety attitude while carrying out their assigned duties.
6. Maintain good housekeeping in work areas
7. Reports the abuse or misuse of equipment.
8. Participate in required safety classes and meetings.

**Supervisory and Lead Employees**—are responsible for implementing, providing, and maintaining a safe and healthy work environment, and for the safety performance in their respective areas of responsibility including:

1. Preplanning work activities to minimize hazards
2. Must insure that vehicles and equipment are operated within the weight limits defined in the State and Departmental regulations and rules.
3. Coordinates safety training matters with appropriate offices
4. Proper selection, use, and maintenance of work tools and equipment

5. Physical work site review and enforcement of regulations and rules
6. Promoting safe work attitudes
7. Investigation of failures, incidents and accidents regarding their employees
8. Coordinates safety issues with the appropriate safety officers.
9. Supports the safety program and provides assistance in compliance with safety rules and regulations.

**Operations Transportation Equipment Fund Management—**

1. Supports the safety program and provides assistance in compliance with safety rules and regulations.
2. Must insure that equipment specifications are written to comply with State and Departmental regulations and rules.

**C. Safety Training**

An effective accident prevention and occupational health hazard control program is based on proper job performance. When the proper emphasis is placed on safety and employees are trained to do their jobs properly, accidents and incidents are reduced. Safety training is available and is outlined on the Recommended Training Plan in the Automated Training Management System (ATMS), as maintained by the WSDOT Staff Development Office.

**D. Prevention and Control of Work Place Hazards**

1. Safety professionals and Industrial Hygienists are specialists who conduct inspections of the workplace to identify potential hazards in the workplace. Employees will assist these specialists in identifying and correcting workplace hazards.
2. Orderliness and cleanliness of the work area must be maintained whether it is a work area inside a building, outside storage areas, inside equipment, or a temporary field location.
3. Any individual, who identifies a workplace hazard, will bring it to the immediate attention of the supervisor.

**E. Clothing and Personal Protective Equipment**

Employees, who must work where hazards cannot be eliminated, and where ordinary work clothes do not afford sufficient protection, will use personal protective equipment as outlined in the WSDOT Safety Manual.

Supervisors must ensure that employees are protected against the hazards of the job and that employees wear protective equipment appropriate for the job.

***F. Safety Inspection Program***

Safety Inspections are not an interruption of the workday; it is a necessary process to keep employees safe; therefore, OTEF employees will assist the Safety Office in conducting "Safety Inspections

***G. Employee Reports of Unsafe/Unhealthy Working Conditions***

Supervisors will take all reports of unsafe or unhealthful working conditions seriously. When a hazard or unhealthful condition is identified, immediate action will be taken to reduce or avoid this hazard. The Regional Safety Officer will be notified to investigate the hazard.

***H. Accident Notification***

1. All accidents will be immediately reported to the appropriate supervisory chain and the Regional Safety Manager.
2. The equipment user will use the Equipment Damage Report to notify the Equipment Superintendent of all damage.
3. The Equipment Superintendents will notify the Equipment Administration Office of any accidents resulting in loss of life, serious injury, or extensive equipment damage.
4. The Equipment Manager will coordinate with the department's safety office and notify the Equipment & Facilities Administrator and the Director of Maintenance and Operations Division.



### **A. Financial Planning**

1. Business Plan Development
  - a. The expenditure and revenue business plan including program performance measurements and analysis will be developed in accordance with RCW 43.88.090, and OFM directives.
  - b. Replacement of equipment shall be based on a level purchasing methodology or as directed by the OTEF Board of Directors.
  - c. The Equipment Administration Office shall input and maintain the program financial and FTE allocations into the department's TRAC System.
  - d. A copy of the current business plan may be viewed on the OTEF web site. The program's web site address is:  
**<http://www.wsdot.wa.gov/biz/equipment>**
2. Equipment Rental Rates
  - a. As per FHWA requirements, rental rates must be applied uniformly to all units in the inventory.
  - b. Equipment rent collection will commence when a unit is placed into active inventory status.
  - c. Rent collection will be interrupted or terminated only when the disposal process is initiated for the unit; which requires the submission of an SF267-A.
  - d. Rental rates will be set at individual subclass level, with the intent that each subclass will be self-sustaining.
  - e. Rental rates associated with recapitalization will be based upon actual replacement costs.
  - f. A current rental schedule will be published on the department's intranet.  
**<http://www.wsdot.wa.gov/biz/equipment>**

### **B. Vehicle and Equipment Purchasing:**

1. The Equipment Administration Branch shall establish and maintain economic life schedules, replacement timetables, and specifications for each equipment category. The current "Equipment Economic Life Schedule" may be viewed on the OTEF Web Site: **<http://www.wsdot.wa.gov/biz/equipment>**
2. The "Equipment Economic Life Schedule will be reviewed, at a minimum of every five years
3. Only equipment in active inventory status, and meets economic life requirements shall be candidates for replacement. (Necessary exceptions shall be addressed on a case-by-case basis)

4. The average age of the OTEF inventory shall be maintained at 50% of each equipment subclass' economic life or as directed by the OTEF Board of Directors.
5. Equipment and components will be standardized statewide to the maximum extent possible.
6. Equipment replacement expenditure authorizations shall be provided at least three months prior to the applicable FY.
7. Equipment orders will be placed within 180 days after issue of replacement expenditure authorizations.
8. Within a fiscal year, substitute equipment purchases are authorized for units that are scheduled for replacement; providing that the substitute equipment procurement price is within the planned unit's allocated dollars; and the aged, replaced unit is placed in flagged status.
9. Units in Active Inventory Status damaged beyond reasonable repair may be replaced on a case-by-case basis pending availability of funds.
10. All OTEF related equipment acquisitions shall be processed through the Equipment Administration Office.
11. All equipment purchases shall be entered into the department's Fleet & Equipment Management System, by the Equipment Administration Office, prior to submittal for acquisition.
12. A Technical specification will be created when a Purchase Order or Field Order is created.
13. The Equipment Manager will collaborate with the Office of State Procurement to insure that bid evaluations are conducted in a fair and equitable manner
14. All departmental employees shall adhere to the terms and conditions contained in the "WSDOT Bidding Requirements".
15. Trade-in will be used, to the maximum extent possible as an alternate disposal method when it is deemed cost effective.
16. A statewide equipment compliance inspection team shall be established to insure that specification requirements are met prior to equipment delivery.
17. A visit reason "O" shop work order will be established and processed for each new item of equipment requiring betterment work for placement into service.
18. We will strive to have all equipment placed into service within one calendar month after receipt,
19. Vehicle and equipment replacement or capitalization costs that exceed the OTEF allocation are the responsibility of the requesting organization.
20. Exceptions to bids will be coordinated with the Equipment Superintendent prior to issuing a Purchase Orders.

**C. Capital Asset Management:**

1. Vehicles and Equipment purchased for the construction and maintenance of the state transportation system shall be placed in OTEF asset inventory.
2. All OTEF assets will be maintained and tracked through the program's Fleet & Equipment Management System (FEMS).
3. All equipment in inventory shall undergo a physical count at least once each biennium. (per RCW 43.19.1917 and associated OFM rules)
4. The Equipment Administration Office shall schedule, initiate, oversee and file physical inventories.
5. Inventories will be completed within four months after initiation.
6. Any item not found during inventory will have a SF267A processed and the using organization will be responsible for the crime/loss report.

**D. Equipment Preventive Maintenance and Repairs**

1. General
  - a. All vehicles and equipment will be maintained in a safe and operational condition.
  - b. Service performance and scheduled repairs shall be organized in a manner to minimize the impacts on operations.
  - c. A FEMS Work Order must be generated for all services and repairs.
  - d. All FEMS Work Orders will be closed within 90 days after completion
  - e. Services may be performed on non-OTEF inventoried equipment however; OTEF equipment will receive first priority.
  - f. All costs associated with work accomplished on vehicles and equipment not in OTEF's inventory shall be charged back to the requesting organization; at a fully weighted rate.
  - g. Except for the policies associated with Retained Equipment, OTEF will fully fund all costs associated with normal repair and preventive maintenance, of equipment in its inventory.
2. Preventive Maintenance
  - a. Preventive Maintenance will be given emphasis in planning and scheduling daily activities.
  - b. Using organizations will keep departmental equipment in a high state of cleanliness.
  - c. Operators will perform before, during, and after operations inspections in accordance FMCSA regulation 396.11. See Appendix 1
  - d. Preventive Maintenance will be scheduled by the department's FEMS.
  - e. It is our goal that scheduled PM services will be accomplished within 10% of the scheduled due date

3. Equipment Repairs
  - a. Operators will submit WSDOT 530-001 (Equipment Operator's Report) forms to their supporting OTEF staff member who will initiate a FEMS work request or work order on noted faults. Work will not be initiated without the form being completed.
  - b. Actions taken on reported faults will be reported back to the using organization in a timely manner.
  - c. Repair of damaged equipment, accessories and components resulting from operator negligence or abuse will be charged back to the using organization.
  - d. Any repairs performed on OTEF equipment by non-OTEF personnel must have prior permission of the Equipment Superintendent.
  - e. Negligence or abuse will be determined jointly by the regional Equipment Superintendent and the user organization manager. If these two managers fail to reach a consensus, the matter shall be decided by the next mutual supervisory executive.
  - f. Damages resulting from improperly or illegally operated, parked, or secured equipment shall be considered negligence.
  - g. Costs associated with a modification will not be considered a repair. Any warranty repairs performed by OTEF staff will be billed back to the appropriate supplier
4. Manufacturing and Fabrication:
  - a. OTEF will fund only the manufacturing and fabrication costs that are necessary to place into initial service or repair OTEF inventoried equipment.
  - b. With approval from the Regional Equipment Superintendent, only OTEF employees may manufacture, fabricate, modify, or install items on OTEF equipment.
  - c. All OTEF costs will be charged to the requesting organization.
  - d. Manufacture or fabrication of items for personal use is strictly prohibited.

### ***E. Repair Parts Operations***

1. Repair Parts inventory will be managed and accounted for in accordance with RCW 43.19.1917, and the OFM State Administrative & Accounting Manual (SAAM) as a perpetual inventory system.
2. All inventoried repair parts must be ordered, received and issued through the repair parts module of FEMS.
3. In the FEMS, OTEF repair parts must be identified by part number.



4. Vendor parts delivery services will be utilized when available for parts acquisitions.
5. Parts in excess of immediate needs or authorized stockage levels will not be ordered or maintained.
6. The Equipment Administration Office shall schedule, initiate, provide instructions, and file physical inventories.
7. Regional Superintendents shall determine what inventory parts items will be stocked and what quantities will be maintained.

#### ***F. Equipment & Vehicle Refueling***

1. The Equipment Administration Office shall develop, implement and train personnel on operational and environmental policies and procedures for fuel site management.
2. OTEF shall provide fuel for the OTEF equipment inventory; and an adequate fuel supply will be maintained in storage tanks to meet operational needs.
3. All fuel receipts, issues, and fuel cards must be accounted for through the OTEF Automated Fuel System.
4. The Equipment Administration Office will enter the fuel receipt documents into the fuel system within three working days after delivery.
5. Only cards issued by the Equipment Administration Office will be used to purchase fuel for OTEF inventoried units.
6. Fuel cards issued to a specific unit will be used to refuel that unit only.
7. The Automated Fuel System shall be used to gather and report equipment meter readings, and will forward the information to FEMS.
8. The Equipment Administration Office shall collaborate with the Office of State Procurement to establish and maintain fuel contracts.
9. A "Vehicle Drivers Guide" shall be published which includes fuel site locations.
10. Using organizations are responsible for the safeguard and security of issued fuel cards.
11. All fuel system alarms will be reported to the Regional OTEF office immediately.
12. The program's inventory control points will be established by the Equipment Administration Office and maintained in the Automated Fuel System (AFS)
13. The Equipment Administration Office shall conduct physical inventory counts.
14. Fuel inventory will be accounted for in accordance with RCW 43.19.1917, and the OFM State Administrative & Accounting Manual (SAAM) as a perpetual inventory system.
15. The individual Regional OTEF offices shall be responsible for the day-to-day operation and maintenance of the fuel sites within their region.

### **G. Disposal**

1. As soon as a unit is determined to be surplus, the disposal process must be initiated. Units will not be held in speculation that it may be needed on a temporary basis.
2. Equipment rent collection will be terminated only on initiation of a SF 267A signed by an Equipment Superintendent.
3. License plates will be removed and destroyed, and will be annotated on the SF 267A for each licensed unit.
4. Trade-in will be used to the maximum extent possible as an alternate disposal method.
5. Management and employees shall adhere to the procedures outlined in this manual and the Interagency Agreement between WSDOT and GA,  
<http://www.wsdot.wa.gov/biz/equipment>

### **H. Lost or Stolen Equipment:**

1. OTEF Items determined to be lost or stolen must be reported on a SF 267-A; which must be signed, in the "Requestor" block by an executive level manager.
2. All SF 267-A forms shall be submitted to the Equipment Administration Office for processing and distribution.
3. OTEF will assume the cost of replacing essential lost or stolen OTEF inventoried items:
  - a. Pending availability of funds
  - b. The departmental user took reasonable accountability or security measures to prevent loss or theft
  - c. The properly signed disposal forms are submitted.
4. The Regional OTEF staff is not responsible for ensuring that a crime/loss report is completed. Using organizations are responsible to complete, get appropriate signatures, and forward the crime/loss reports to the audit office.
5. The Equipment Administration Office must notify the WSDOT Audit Office as soon as possible after the theft or loss has occurred.

### **I. Performance Measures**

1. OTEF Management Team will establish and implement cost effective and efficient performance measures and job standards.
2. Current Performance Measures may be viewed on the OTEF Web Site.  
<http://www.wsdot.wa.gov/biz/equipment>

***J. Vehicle & Equipment Accidents:***

1. Instructions and appropriate accident reporting documents shall be in each vehicle and/or equipment.
2. All accident damages to OTEF inventoried equipment will be reported to the appropriate Equipment Superintendent and Safety Office in a timely manner.
3. Vehicle accidents which result in personnel injury or death to any person, whether a WSDOT employee or not, must be reported to the Regional Executive as soon as possible.
4. When a third party is involved in an OTEF equipment damage incident, the provisions of M72-01, Risk Management Manual, will apply.
5. Units in Active Inventory Status damaged beyond reasonable repair may be replaced on a case-by-case basis pending availability of funds.

***K. Temporary Retention of Replaced Equipment:***

1. Replaced equipment will be released for disposal when the new unit is placed into active inventory status.
2. With agreement of the Equipment Superintendents, Organizational Managers may retain a replaced unit for up to one year after the new unit is placed into active inventory status.
3. Retention beyond one year requires written approval by the Regional Executive.
4. When additional equipment is needed for more than two years, organizational managers must initiate a request through managerial channels for the acquisition and rent of such equipment.
5. Retained Equipment in “Flagged” (A/R) status will have only the following repairs and service funded by OTEF: Routine preventative maintenance, brakes, tires, windshields, and lighting. All other repairs are charged back to the using organization or the decision is made that the unit is sold.
6. Because retained units have already been replaced, they are not eligible for a second replacement.

***L. Training***

1. Training associated with equipment purchases will be scheduled, coordinated and evaluated by the Agency Equipment Training Manager.
2. Equipment Superintendents, the Equipment Trainer or Regional Maintenance Trainer will ensure that OTEF staff training is scheduled and recorded in the department’s Automated Training Management System (ATMS).

**M. Administrative Functions**

1. Uniform processes and procedures will be established for the efficient input of information into FEMS.
2. OTEF management is responsible for timely and accurate input of fleet related data into the FEMS.
3. OTEF employees are Exception reporting in the department's labor system; however accurate employee labor details will be maintained in the FEMS.
4. Only the Equipment Administration office shall create or delete individual FEMS equipment records.
5. In accordance with state and federal regulations, all titling and licensing of OTEF inventoried vehicles and equipment will be accomplished by the Equipment Administration Office.
6. All official purchase documents, titles, and disposal forms for OTEF inventoried vehicles and equipment will be secured in the Equipment Administration Office.
7. Blank fuel cards and non-issued vehicle license plates will be secured in the OTEF Administration Office.
8. The Equipment Administration Office will issue reports on performance and financial measurements.
9. The Equipment Administration Office will provide OTEF unique sequential ordering numbers for all A-15 Purchase Requisitions.

The board is responsible for performing within the guidance of the following charter.

### **A. Board Charter**

**Establishment:** Effective, on the approval date below, a Board of Directors is hereby established for the department's Operations Transportation Equipment Fund (OTEF), also known as program E- 1.

**Purpose:** The intent of the Board is to provide policy-level guidance specifically for the review and endorsement of OTEF Financial and Operational Business Plans, and administrative policies.

**Composition:** The Board membership shall consist of the following positions:

The Director of Maintenance & Operations Programs (Board Chair)

The Assistant Secretary for Administration and Support

One Regional Administrator

The State Maintenance Engineer

Six Regional representatives with OTEF management responsibilities

#### **Board Scope and Rules:**

- There shall be at least two Board meetings each year.
- There must be a quorum of 7 board members (or their proxies) to conduct a meeting.
- Proxy representatives may attend meetings if board members are unavailable
- The Director of Maintenance & Operation Programs shall chair the Board.
- The board's role will be to review and endorse the OTEF program financial and operational business plans, and administrative policies, prior to approval by the Executive Budget Policy Group.
- Board members shall support decisions, and foster program-wide uniformity and consistency, based on what is best for the agency as a whole.
- Decisions will be reached by a majority vote of the board members.

Board staff support will be provided by the Equipment Administration Branch.

#### **Review:**

The Director of Maintenance & Operations Programs shall review and consider the necessity of the board at least once every five years.

**B. Agenda**  
In the process of scheduling board meetings, OTEF support staff will solicit additional agenda items from board members.

**B. Meeting Minutes**

Minutes will be taken at all board meetings by the OTEF support staff and will be mailed to all board members and the equipment superintendents within two weeks.

Minutes will also be posted on the OTEF intranet web page.

**C. Appeal Process for customers and partners**

The Board values its customers and is committed to a fair and open process that seeks to represent the interests of the agency as a whole. On occasion however, individual customers (or groups) may desire to appeal a decision or policy that the Board adopts. Appeals (or concerns) should be addressed to the Board chair in writing explaining in full detail the problem, and justification of suggested solutions.

The Board chair will evaluate the concern and:

1. Develop a response explaining the board's decision
2. May require the concerned individual to present the appeal before the Board at a future meeting

In any case, the concerned individual will receive a response.

**D. Sunset Provisions**

The need for the board of directors will be re-evaluated every five years.

1. **OTEF** — Operations Transportation Equipment Fund
2. **D-Flag Equipment** — Vehicles or equipment in this inventory status have been replaced by a new unit, and will be disposed of after the new unit is placed into Active inventory status.
3. **D-Ready** — Equipment Vehicles or equipment in this inventory status have been replaced by a new unit, but are being temporarily retained to fulfill a short-term need.
4. **D-Sale Equipment** — Vehicles or equipment in this inventory status have been replaced by a new unit, and are in the process of being disposed.
5. **OTEF Business Plan** — An approved program budget for the administration of OTEF
6. **Economic Life** — The number of years a particular class of equipment is expected to provide cost effective service — an equipment class' replacement schedule.
7. **Normal Wear and Tear** — Normal depreciation of equipment associated with its proper and prudent utilization and maintenance.
8. **RCW** — Revised Code of Washington
9. **Third Party** — Person or organization other than WSDOT
10. **TRAINS** — Transportation Reporting and Accounting information System
11. **FEMS** — Fleet Equipment Management System
12. **IL** — Instructional Letter
13. **WSDOT** — Washington State Department of Transportation
14. **ATMS** — Automated Training Management System
15. **OSP** — Office of State Procurement
16. **OFM** — Office of Financial Management
17. **FTE** — Full Time Equivalent
18. **FHWA** — Federal Highway Administration
19. **FMVSS** — Federal Motor Vehicle Safety Standards
20. **FMCSA** — Federal Motor Carrier Safety Administration
21. **OTEF Management Team** — Equipment & Facilities Administrator, Equipment Manager, Regional Equipment Superintendents.

## **Definitions**

- 22. **PM** — Preventive Maintenance
- 23. **SAAM** — State Accounting and Administration Manual
- 24. **SF 267-A** — Property Disposal Request
- 25. **The department**—Washington State Department of Transportation
- 26. **A-15** — Purchase Requisition
- 27. **GA** — General Administration



## Appendix 2

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### *The following are extracts from the Federal Motor Carrier Safety Administration*

#### **Regulation 396.11 Driver vehicle inspection report(s)**

- A. Report required.** Every motor carrier shall require its drivers to report, and every driver shall prepare a report in writing at the completion of each day's work on each vehicle operated and the report shall cover at least the following parts and accessories:
- Service brakes including trailer brake connections
  - Parking (hand) brake
  - Steering mechanism
  - Lighting devices and reflectors
  - Tires
  - Horn
  - Windshield wipers
  - Rear vision mirrors
  - Coupling devices
  - Wheels and rims
  - Emergency equipment
- B. Report content.** The report shall identify the vehicle and list any defect or deficiencies discovered by or reported to the driver, which would affect the safety or operation of the vehicle or result in its mechanical breakdown. If no defect or deficiency is discovered by or reported by the driver, the report shall so indicate. In all instances, the driver shall sign the report. On two-driver operations, only one driver needs to sign the driver vehicle inspection report, provided both drivers agree as to the defects or deficiencies identified. If a driver operates more than one vehicle during the day, a report shall be prepared for each vehicle operated.
- C. Corrective action.** Prior to requiring or permitting a driver to operate a vehicle, every motor carrier shall repair any defect or deficiency listed on the driver vehicle inspection report, which would be likely to affect the safety of operation of the vehicle.
1. Every motor vehicle carrier or its agent shall certify on the original driver vehicle inspection report which lists any defect or deficiency has been repaired or that that repair is unnecessary before the vehicle is operated again.
  2. Every motor carrier shall maintain the original driver vehicle inspection report; the certification of repairs, and the certification of the driver's review for three months from the date the written report was prepared.

- D. **Exceptions.** The rules in this section shall not apply to a private motor carrier of passengers (non-business), a driveaway-towaway operation, or any motor carrier operating only one commercial vehicle.

[44 FR 38526, July 2, 1979, as amended at 45 FR 46425, July 10, 1980; 53 FR 18058, May 19, 1988; 59 FR 8753, Feb 23, 1994; 63 FR 33280, June 18, 1998]

E. **Regulation 396.13 Driver Inspection**

Before driving a motor vehicle, the driver shall:

1. Be satisfied that the motor vehicle is in safe operating condition;
2. Review the last driver vehicle inspection report; and
3. Sign the report, only if defects or deficiencies were noted by the driver who prepared the report, to acknowledge that the driver has reviewed it and that there is a certification that the required repairs have been performed. The signature requirement does not apply to listed defects on a towed unit which is no longer part of the vehicle combination.

[44 FR 76526, Dec. 27, 1979, as amended at 48 FR 55868, Dec 16, 1983; 63 FR 33280, June 18, 1998].

Washington State Department of Licensing

2/00 "Commercial Driver's Guide"

Chapter 1 "Vehicle Inspection"

**"Types of Vehicle Inspection"**

**Pretrip Inspection.** 'A pretrip inspection is necessary before each trip to find problems that could cause a crash or breakdown. The pretrip is intended to give the driver an indication that problems may exist, or may be developing. These problems may not reflect the "out of service" standard for each item. Any item not meeting the listed specifications should be thoroughly checked for safe operation.